



# Operation Manual for manaba Attendance Function

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# 1 Submitting an attendance card

## Submitting an attendance card

1. Click on manaba "Attendance Card" button (A).
2. Enter the Call Number (B).
3. If you want to take the Survey anonymously, check "Submit anonymously" (C).
4. Click on "Submit" button (D).

- ! The following cases will result in error at the time of submission.
- Attendance card corresponded to the call number does not exist.
  - Choosing "anonymous submission" in case of "Attendance only" card
  - The Attendance card is already closed.



When you will click on "Send" button without logging in, you will move to the login page.  
If you submit anonymously, you will not need to log in.

- ! In case you are using environment with pass code, you will need to configure the settings of the pass code on the PC in advance in order to be able to submit from a mobile phone.

### ➤ In case of "Use for Attendance" card

In case of "Use for Attendance" card, only click on "Send" button to submit attendance.

### ➤ In case of "Question" card

You can submit the answer of the instructor question from the "Answering screen". Choose a number between 0 ~ 9 (necessary) and type in your comment.

Click on "Submit" button (E) to submit your answer.  
Only choices of the question is displayed. Details of the answer will not appear there.  
For the details of the question, follow the instructions of the teacher



### ➤ In case of "Survey" card

Select the answer from the multiple choice (necessary) and type in the text box.

Click on "Submit" button (F) to submit the survey.

